

## **APPENDIX V**

### **EQUIPMENT IDENTIFICATION**

The system of identifying equipment should be so designed that it facilitates identification and control over the item as well as the taking of physical inventories. The method and extent of marking property for identification depends upon the value of the item, if it is subject to theft or loss, if it is intermingled with property of other agencies, and if marking the item will aid in the taking of physical inventories. The identification system should serve as a theft deterrent and provide positive identification for control purposes.

To deter theft and facilitate the recovery of stolen property, capitalized and non-capitalized equipment should be identified as State property by marking the items with the words "Property of the State of Maryland" \*. Agency designation is optional. To assure accurate physical inventories, each capitalized item should be further identified by its own unique property number (refer to Section II for definitions and capitalization limits).

- Identification markings on property should be located where they can be easily seen on the front or side of the item near the topmost surface.
- Out-of-sight identification is much less effective as a theft deterrent and should be avoided.
- To make it easier to locate identification markings when taking a physical inventory, like items should be marked in the same location.
- Markings should be permanent and applied in such a manner that they appear as neat and attractive as possible.

Permanent type labels that cannot be removed without destroying the label and causing some surface damage to the item are to be used for both sensitive and non-sensitive items.

Several satisfactory types of labels are:

1. Pressure Sensitive Labels. These labels can be plasticized paper, mylar, foil, or any other type of permanent substance. In no case should they be made of untreated paper. They may be ordered in a variety of sizes and imprinted with consecutive property numbers and the identification "Property of the State of Maryland." These labels are relatively inexpensive, have varying degrees of permanence and are preferred by DGS.
2. Anodized Aluminum with solvent activated adhesive backing. These labels can be imprinted across the upper section with the inscription "Property of the State of Maryland." They may also be ordered with stamped consecutive property numbers, consisting of a maximum of ten

positions for numbers, letters and spaces. These labels are moderately expensive and may require reapplication if used in low humidity areas.

3. Aluminum, brass or alloy labels - These labels usually have pre-drilled holes for attachment with rivets or screws. A somewhat outmoded technique, they are usually very expensive and their use is not encouraged.

To facilitate physical inventory taking, the use of a bar coded or other electronically sensed labels are encouraged. New computerized systems for controlling equipment assets should encompass electronically sensed labels. Contact the DGS Procurement and Logistics for information regarding label purchases from Statewide contracts.

### **NOTES:**

- For sensitive items (items highly subject to theft) permanent labeling may mean surface etching, especially on hard or non-porous materials. An inexpensive hand electric engraver, available at most department and discount stores, is recommended for this purpose. The tool creates a series of surface depressions that gives an illusion of a solid line to the naked eye. With practice, anyone can safely use this tool to neatly and attractively mark State property.
- Items that have a porous surface may also be marked with an indelible ink or paint that penetrates deeply into surface pores.
- Labels may not adhere properly to rough, greasy or dirty surfaces. Before applying labels to furniture and equipment, make sure the surface area is free of dirt, grease, oil. Rough surfaces should be sanded or ground smooth.
- The use of different label colors or sizes will make it easy to distinguish capital from noncapital equipment items when taking physical inventories. Also, the agency name or number added to labels will prove helpful in identifying property whenever it is intermingled with property of another agency.
- Unless an agency intends to re-label all items to meet the requirements of a computerized system, items currently identified as "State of Maryland Property" need not be re-labeled, nor should any existing supplies of identification labels be discarded. When reordering, new labels should conform to these suggestions and to the procedures in Section II.